



**CalSWEC**

California Social Work Education Center

*Leadership. Partnership. Workforce Development.*

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**CalSWEC California Child Welfare Core Practice Model  
Request for Proposals  
RFP 07202021**

Issuance Date: July 20, 2021

Application Deadline: August 31, 2021

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## Executive Summary

The California Social Work Education Center (CalSWEC) is seeking proposals to support the ongoing installation and implementation of the California Child Welfare Core Practice Model.

Proposals must be received no later than 5:00 pm, on **August 31, 2021**, via email to [calswec\\_rta@berkeley.edu](mailto:calswec_rta@berkeley.edu) with "RFP 07202021 California Child Welfare Core Practice Model" as the subject line. Issuance of the RFP does not obligate CalSWEC to award a contract, nor is CalSWEC liable for any costs incurred by the proposer in the preparation and submission of proposals for the subject work. CalSWEC retains the right to award all or parts of this contract to an individual bidder, several bidders, to not select any bidders, and/or to re-solicit proposals.

For questions concerning the anticipated work or scope of the project, please contact Vanessa Rezos at [calswec\\_rta@berkeley.edu](mailto:calswec_rta@berkeley.edu)

Date of Issuance	July 20, 2021
Due Date for Proposals	August 31, 2021
Anticipated Total Available FY 2021-22 Funding	\$356,000.00
Submit Proposals to	<a href="mailto:calswec_rta@berkeley.edu">calswec_rta@berkeley.edu</a>

## Program Background

CalSWEC's [Child Welfare In-Service Training Program](#), formerly the Regional Training Academy (RTA) Coordination Project, is a statewide collaborative for in-service training and continuing professional education of public child welfare staff. Initiated in 1997 through a contract with the California Department of Social Services (CDSS), this program continues to support child welfare workforce development across the state.

## Summary of Funding

CalSWEC expects up to \$356,000.00 for direct costs to be available for the annual contract in FY 2021-22. The period of performance begins when funding is awarded through the completion of project deliverables per project timeline. Funding is subject to requirements in the CalSWEC Regional Training Academy Coordination Project contract between CDSS and The Regents of the University of California, Berkeley. Contract may be renewable, pending performance and ongoing funding.

## Scope of Work

- Work with the statewide California Child Welfare Core Practice Model (CPM) Faculty Steering Committee and Regional Training Academies in supporting the CPM installation and implementation by:
  - a. Assisting in the planning and leading of Directors Learning Sessions.
  - b. Working with the CPM Faculty Steering Committee and the UNC (University of North Carolina) Impact Center to plan and participate in the Cross-RTA Networking and Learning meetings.

- c. Participating in regular Faculty Planning calls to support CPM updating, installation and implementation.
  - d. Receiving general technical assistance from the CPM Directors Institute Faculty (including CFPIC), and receiving more intensive behavioral coaching from the Impact Center at FPG (Frank Porter Graham Child Development Institute).
  - e. Joining with the other academies in a peer coaching process to share lessons learned and best strategies when building implementation capacity in counties.
  - f. Joining with CPM Faculty and the Impact Center and other RTA's in defining and improving a cross-RTA practice profile that behaviorally and operationally defines this regional implementation support role, in an effort to better understand, measure, and improve it.
- Work with county Child Welfare leadership and implementation teams to assess and build core implementation capacities and ensure their effective performance to support counties' local use of the CPM (and integrated initiatives) by:
    - a. Co-designing an initial implementation support scope of work that defines deliverables that the RTA can provide to counties for their CPM (and integrated initiatives) implementation and effectiveness.
    - b. Proposing and tailoring the scope for any regional county who seeks support from the RTA, whether related to traditionally provided training or implementation effectiveness.
  - Deliver consultation and coaching to counties as they participate in the work of installation and implementation of the CPM:
    - a. In Directors Institute Faculty roles, and in partnership with the CPM Implementation Advisory Team and planning committee members, develop leadership skills and resources that can be applied locally to strengthen counties' processes to implement the CPM.
    - b. Framed by the current context of the Directors Institute, develop regional implementation support capacity and skills with Regional Training Academy teams (TBD) as their roles transition from the Directors Institute to supporting counties in their local use of the CPM. Developing regional implementation support capacities will involve the following:
      - i. Assessment of current capacity building roles for implementation (strengths, and needs from varied perspectives, i.e., RTA staff, Child Welfare Directors and county staff).
      - ii. Co-creation of a vision and more immediate capacity development activities to build readiness and skills for implementation support roles among RTA teams.
      - iii. Provision of initial professional development (i.e., training, behavioral coaching, and collective learning) with RTAs in their implementation support roles as they and counties encounter the work of supporting use of the CPM locally.
  - Continue the implementation and ongoing of the Race Equity and Inclusion (REI) Zoom Sessions.

- Maintain the CPM landing page on the [CalSWEC](#) website with current information including the following content:
  - a. About the CPM
  - b. CPM Director’s Institute
  - c. CPM Implementation Planning
  - d. CPM Implementation Toolbox
  - e. CPM Reference Materials

## **Collaboration**

- Maintain a collaborative/effective relationship with the Faculty Steering Committee and Regional Training Academies.
- Maintain a collaborative relationship with the Faculty Steering Committee and Regional Training Academies, and county agencies.
- Collaborate with a variety of subject matter experts including but not limited to: CPM Faculty Steering Committee, the UNC (University of North Carolina) Impact Center, CPM Directors Institute Faculty (including CFPIC), Child Welfare Directors Association (CWDA), CDSS, OTA, and Casey Family Programs.

## **Eligibility Criteria**

The selected contractor must be able to demonstrate that they meet the following criteria:

1. Knowledge of and experience with the California Child Welfare Core Practice Model.
2. Knowledge of and experience with direct Public Child Welfare practice in California.
3. Subject matter expertise in California Child Welfare as it relates to:
  - a. Trauma-responsive child welfare practice.
  - b. Ethics, values, and elements of culturally-effective child welfare practice including race, ethnicity, Tribal affiliation, religion, sexual orientation, gender identity/expression, national origin, and mental or physical disability.
  - c. Anti-racist policy and practice relevant to all levels of child welfare work from front line to state leadership.
4. Experience in engaging BIPOC groups.
5. Experience in curriculum development.
6. Knowledge of and experience with the California Integrated Core Practice Model (ICPM).
7. Knowledge of Adult Learning Theory.
8. Proficiency in the use of Microsoft office tools including PowerPoint, Word, and Excel.
9. Familiarity with Google Suite including Google Docs.
10. Competency in word processing, formatting, and email using applications including Word and Excel.
11. Exceptional communication, writing, facilitation and video/web conferencing skills.
12. Superior time-management/project management skills.
13. The ability to manage multiple projects and meet multiple deadlines with great attention to detail and minimal supervision and within an allocated budget.
14. The ability to develop and issue subcontract agreements.
15. The ability to travel within California.

16. A minimum of three (3) references that the contractor has worked with previously. For each reference, provide a contact person’s name, address, telephone number, and a brief description of the related project.
17. The recipient must be able to provide an insurance certificate stating that the risk of the work performance must be transferred to the recipient in all cases, and as per the requirements set forth in [UC’s Terms and Conditions of Purchase](#) and incorporated in all purchase orders for services.

## Application and Submission Information

### Proposal Elements

Proposals should clearly address how the applicant meets the eligibility criteria and include the elements outlined below. Content should be relatively brief, written in clear and concise language. The Project Narrative must be **no more than 15 pages**, double-spaced, with standard 1-inch margins and 11-point fonts.

1. Applicant Information
  - a. Proposal Contact(s)
    - i. Name
    - ii. Affiliation
    - iii. Address
    - iv. Phone
    - v. Email Address
  - b. Date of Submission
2. Table of Contents for proposal
3. Resume or Curriculum Vitae (all key project staff)
4. Project Narrative (**not to exceed 15 pages**)
  - a. Introduction and Background
  - b. Methodology
  - c. Include a comprehensive project timeline
5. Statement of Expertise, including a sample of previously developed curriculum content.
6. Personnel: Identify all personnel that will be involved in the project. Include titles, role in and relevant experience for the project, and names, where available. Include a Project Team Organizational Chart.
7. Summary of Deliverables and Proposed Costs: Provide a narrative summary of tasks, deliverables, hours, and cost. Please keep in mind that funding is capped at \$356,000.00 for the fiscal year (July 1, 2021 - June 30, 2022).
8. Deliverables and Cost Matrix: Provide detail for each deliverable in a table formatted as below.
  - a. Quarterly check-in dates will be established for consultation with the Director, Child Welfare In-Service Training Program.
  - b. Be prepared to provide progress updates as needed.

Deliverables	Estimated Delivery Date	Cost Justification	Cost
Ongoing planning and development for CPM		Subcontracts with 4 Regional Training Academies: (Northern Training Academy, Bay Area Training Academy, Central Academy, Public Child Welfare	\$150,000.00

		Training Academy @ \$37,500 per academy for activities in Ongoing CPM Implementation #1 and #2	
Implementation of CPM in CA counties		Subcontract with University of North Carolina Frank Porter Impact Center for activities in CPM Directors Institute, #1 and #2	\$166,000.00
Conference, meeting and convening support		Food and Beverages \$29,500 Meeting Rooms \$1,000 Materials. \$500 Event Management \$9,000	\$40,000.00
			\$356,000.00

9. Timeline: Contractor must:

- a. Facilitate monthly calls with CPM Faculty, CPM Regional Capacity Building Committee, and any other committees currently ongoing with the CPM Project.
- b. Provide quarterly updates to CalSWEC on areas in the Scope of Work and any other initiatives within the fiscal year.

10. Appendices:

- a. Provide an insurance certificate stating that the risk of the work performance must be transferred to the recipient in all cases, and as per the requirements set forth in [UC's Terms and Conditions of Purchase](#) and incorporated in all purchase orders for services OR provide a statement committing to obtaining insurance described herein.
- b. Provide any additional supporting information and documents. This may include: letters of support from public child welfare agencies, other universities or agencies.

**Proposal Deadline**

Proposals must be received by 5pm PT on August 31, 2021 at [calswec\\_rta@berkeley.edu](mailto:calswec_rta@berkeley.edu) with the subject line "RFP 07202021 California Child Welfare Core Practice Model". Proposals received after this time will not be considered.

**Application Review Information**

Proposals will be reviewed, scored, and ranked according to the following criteria:

1. Proposal content
2. Providing complete proposal components
3. Experience and qualifications
4. Past performance on similar contracts as evidenced by examples and references
5. Cost analysis for proposal

## **Award Administration Information**

CalSWEC will notify all applicants of their status by September 21, 2021. Upon notification, the contractor must work with CalSWEC Central to set up a professional services contract and purchase order. The contractor will be reimbursed funds expended through the invoice process. All invoices must meet the following terms:

- All work has been performed within the period identified in the contract.
- All work was done per the contract terms; invoice costs must be tied to contract deliverables.
- All work is satisfactory.
- All costs are allowable, allocable, and reasonable.

Funding is capped at \$356,000.00 for fiscal year 2021-22 (July 1, 2021 - June 30, 2022).

The contractor must provide regular status reports and presentations upon request. Funding is contingent on the availability of funds.